

## **Interview Candidate**

Candidate Prepare:

1. Agency Application Form.
2. Resume.
3. Highest cert and transcript result of current college/university.
4. Letter for apply internship from college/university.
5. Photocopy of IC
6. 2 pieces of passport size photo

Send to June Yap.

## **After GE Approve**

[Offer Letter](#) will send to intern, intern sign and send back with [Direct Credit Facility Form](#) and [proof of Account](#).

GSM sign to agree.

Send to June Yap.

## **At the Same Time,**

GSM *inform acceptance* of intern to college/university by letter with date amendment.

\*\*\*Internship period on the letter must be start from 1<sup>st</sup> of the month until end of the respective month, not any date between, for accounting purpose.

E.g. : 01/01/2018 until 31/03/2018.